

**CHAP Training Manager****Exempt or Nonexempt Status** Exempt**Pay Range:** RR**Organizational Location:** CHAP within the BBAHC Region

**Purpose of Job:** To provide oversight of the CHAP Training Department and to monitor all CHA/P training requirements. To assist the CHAP Clinical Trainer in providing education and training to CHA/Ps from all of the Villages within the region. The primary focus is to be centered on monitoring Certification, Credentialing, Pre-session, Post Session Learning Needs, and EMS hours. The individual in this position will also be an active member of the Training Committee providing ongoing teaching/training of CHA/Ps within the BBAHC Organization. Provides primary health care adjunctively within the Bristol Bay region.

**Qualifications:**

- Certified Physician's Assistant or Family Nurse Practitioner licensed in the State of Alaska. Would consider Registered Nurse.
- Prefer: Minimum of two years experience as a Mid Level Practitioner (MLP).
- Strong supervisory skills needed.
- Prefer: Experience in emergency care.
- Able to perform duties with a high degree of autonomy.
- Strong physical assessment, supervisory, and teaching skills.
- Demonstrates attention to detail.
- Able to effectively use English for both written and verbal communication.
- Demonstrates prioritization, organization, and administrative skills.
- Prefer: Ability to speak one of the local native languages.
- Dependable, and maintains confidentiality.
- Commitment to the job for a minimum of two years.
- Able and willing to leave the home base for periods of 1-6 weeks at a time for training and job assignments.
- Able and willing to perform job functions, including travel, year-round.
- Able to perform the physical demands of the job.
- Satisfactory reference and criminal checks.
- Negative drug screen:

**Recommend:**

- Knowledge of Alaska's Community Health Aide Program.

The individual must demonstrate knowledge of the principles of growth and development over the life span (e.g. pediatric/adult/geriatric) and possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his/her age specific needs, and to provide the care needed. This position also requires that the individual be sensitive to and can relate to cultural/ethnic diversity.

**Essential Job Duties:** Oversees the training and education of CHA/Ps including but not limited to PEF reviews, Standing Orders, Pre-session, Post Session Learning Needs, Continuing Education needs, Preceptorship and Credentialing.

1. Seeks out the educational and training needs of the CHA/Ps within the BBAHC Organization.
  2. Collaborates with the CHAP Clinical Trainer and the CHAP Director, acting as the co-chair on the Training Committee in order to determine the ongoing educational needs of the CHA/Ps.
  3. Prepares appropriate material and information for presentation to the CHA/Ps for maintaining and enhancing skills related to health care in the Village setting.
  4. Presents the material in a manner and setting conducive to learning.
  5. Evaluates the learner's progress, provides feedback to the student and makes changes as needed to accomplish the desired effect.
  6. Collaborates and works in tandem with the Field Coordinators reviewing PEFs and providing feedback to the CHA/Ps.
  7. Collaborates and assists CHAP Clinical Trainer with monitoring and tracking preceptorships and Standing Orders in order to keep them current.
  8. Is responsible for issuing certificates for CHA/Ps that have successfully completed training.
  9. Notifies Field Coordinator and CHAP Director of completed trainings so appropriate pay increases are initiated in a timely manner.
  10. Provides an updated list of CHA/P levels to other BBAHC departments as required or requested, i.e.: HMS, Patient Accounts, Administration etc.
- A. Cooperates as a CHAP Leadership Team member in running the department smoothly and efficiently.**
1. Effectively communicates and collaborates with other CHAP staff and BBAHC Community Services departments, Traditional Village Councils, village residents, staff from other local and statewide agencies, and visitors to the workplace. Keeps immediate supervisor promptly and fully informed of all problems or unusual matters.
  2. Acts as a professional resource and role model for CHA/Ps.
  3. Provides general administrative support and supervision, when needed, for clinic staff in assigned villages.
  4. Facilitates medical traffic between referral physicians and clinic staff through periodic monitoring and problem resolution.
  5. Works with the CHAP Training Coordinator and other Trainers to plan implement, and evaluate CHA orientation and training in the clinical setting.
  6. Functions as a clinical instructor for all of the clinics in the region, teaching primary health care skills, health education, and preventive health techniques to CHA/Ps, and provides clinical preceptorships for CHP candidates as needed.
  7. Participates in CHAP performance improvement planning, monitoring and interventions, and in policy and procedure development.
  8. Provides a performance evaluation of each CHA after completion of Post Session Learning Needs for each Session Training. Effectively monitors and maintains accurate records of CHA/P related EMS training, Pre-session

training, Session training, Post Session Learning Needs, Certification, Credentialing and continuing education needs.

9. Cooperates and collaborates with the CHAP Training Coordinator in the maintenance of accurate CHA/P files.
10. Works concurrently with the CHAP Clinical Trainer in monitoring, correcting, providing feedback to the CHA/Ps and maintaining accurate records of Standing Orders.

**B. Maintains and enhances healthcare skills. Successfully completes the ongoing education programs associated with employment by BBAHC and CHAP. Keeps CHAP Training Coordinator and BBAHC Personnel Department supplied with documentation of completed training and education.**

1. Attends and successfully completes BBAHC training sessions in the annual mandatory review of BBAHC and Personnel policies and procedures.
2. Maintains current certification in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS),.
3. Maintains licensure/certification current in compliance with applicable state/federal regulations.
4. Maintains satisfactory performance of, and ability to teach the skills, on the Alaska Community Health Aide Program Post-Session Practice Checklist and in the CHAP Policy and Procedure Manual, within the scope of licensure/certification.
5. Attends and successfully completes courses for maintaining required CMEs. Makes satisfactory progress toward achieving development plan and work plan recommendations.

**C. Adheres to and enforces BBAHC and CHAP policies and procedures.**

1. In accordance to HIPAA standards, maintains confidentiality concerning corporate business and finances, employee relations, and patient information.
2. Is punctual, reliable, and maintains ability to perform the duties of the job.
3. Complies with and enforces standard infection control precautions.

**Other Job Duties: A. Within scope of practice provides primary health care.**

- 1 Administers patient care based on the philosophy and the objectives of the Bristol Bay Area Health Corporation and within the designated scope of practice.
- 2 Advocates for the patients on an individual basis in every aspect of treatment so that each patient receives the highest level of care available.
- 3 Is proficient and is responsible for maintaining proficiency in the operation of all bio-medical equipment necessary to provide care of patients within his/her scope of practice.
- 4 Charts on and maintains records of patients in accordance with BBAHC's policies and procedures.
- 5 Consults with appropriate BBAHC physician on patients as required by BBAHC policy and procedure.
- 6 Facilitates and assists with the transfer of those patients in need of a higher level of care.

Submits documentation for patient billing to BBAHC according to established policies and procedures.

**Relationship With Others:** Interacts and works cooperatively on a professional level with Statewide Alaska Community Health Aide Program, BBAHC coworkers, local Traditional Village Councils, local City Councils, patients, village residents, Village Protection Safety Officers, teachers, Public Health Nurses, physicians, other healthcare providers, and staff from other local and statewide agencies. Works with people who use English as a second language and with people of varied socio-cultural origins. Is cognizant of and able to adjust to the culture, lifestyle and challenges of rural Alaska.

**Working Conditions:** Primarily will work in the BBAHC CHAP office from 08:00 AM to 05:00 PM with occasional assignments to Kanakanak Hospital and Village Clinics. While assigned to a village, hours of work will vary depending on clinic hours, patient needs, and the needs of the department. Physical demands of the job require vision, hearing, touch, manual dexterity, health, and strength that will accommodate the following activities:

- Frequent and extensive handwriting. The use of medical devices and the use of electronic communication devices such as radio, telephone, fax, telex, and computer. Repetitive motions of the hands, wrists and arms.
- Frequent light reaching, bending, lifting, pushing and pulling (0-20 pounds). Occasional moderate to heavy pushing, pulling or lifting (20-50 pounds or more).
- Occasional travel in unpressurized aircraft, private vehicles, small boats, snowmobiles, or all-terrain-vehicles in all weather conditions.
- High potential for exposure to infectious diseases, blood and other body products.
- High potential for exposure to hazardous situations.

Occasional performance of emergency care outside the clinic in a patient's home or outdoors in all weather conditions.

**Positions Supervised:** CHAP Clinical Trainer and CHAP Training Coordinator

**Supervised By:** CHAP Director

THIS ORGANIZATION RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

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Employee Acknowledgement

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Date

APPROVED BY:

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Division Manager

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Date